

Woolenwick Junior School Confidentiality Policy V1

Policy Name	Confidentiality
Created by	CS
Responsibility of	Resources
Reviewed by	
This Review Date	
Next Review Due	
Cycle	4 years
Approved by Full Governing Body / Sub committee / individual governor (please place name in box)	CS
Policy will be published	website

Version History

Version	Amendments	Date	Author
V1	Original document	Jan 18	CS / GB

This policy has been written for Woolenwick Junior School, but also covers the Stevenage North Children's Centre Group and the out of school provision BLAST Club. Where 'Headteacher' is mentioned, this will mean 'Group Manager' for Children's Centre staff and 'BLAST Manager' for BLAST staff. Other school positions will apply to the equivalent positions in the other organisations

Aim

To protect the child at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupils, parents/carers and staff.

Rationale

Woolenwick Junior School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It seeks to address the issues, which may arise about confidentiality. It is committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. Sharing

information unnecessarily is an erosion of trust. The school is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

Objectives:

- To provide consistent messages in school about handling information about children once it has been received.
- To foster an ethos of trust within the school, where children and all staff feel safe to confide and share problems.
- To ensure that staff, parents and pupils are aware of the school's confidentiality, policy and procedures.
- To reassure pupils that their 'best interests' will be maintained.
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that if there are child protection issues then the correct procedure is followed, working with the guidelines set out in the policy.
- To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
- To ensure that parents have a right of access to any records the school may hold on their child but not to any other child that they do not have parental responsibility for.

Guidelines

- All information about individual children is private and should only be shared with those staff that have a need to know.
- All social services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff.
- The school continues to actively promote a positive ethos and respect for the individual:
- Parents/carers and children need to be aware that the school cannot guarantee total confidentiality in all cases, for example issues involving child protection or criminal issues. Parents/carers and children should feel reassured that only in exceptional circumstances confidentiality will be broken.
- The school prides itself on good communication with parents, carers and children. All staff make sure they are available to talk to all parties concerned about issues that are causing concern. The school encourages children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents.
- All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories but individual children should not be able to be identified.
- Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other sessions dealing with sensitive issues such as growth development and drugs. Strategies are in place and all children are aware of them for dealing with sensitive information which may fall outside the boundaries of child protection procedures. School needs to be proactive so children feel supported but information is not unnecessarily revealed in a public arena. Even when sensitive information appears to be widely known it should not

be assumed by those immediately involved that it is appropriate to discuss or share this information further.

- Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other parents/carers and children.
- Photographs of children should not be used outside of the school premises without parents/carers permission. *At no time should the child's name be used with a photograph so that they can be identified.*
- Information about children will be shared with parents but only about their child. Parents should not have access to any other child's books, marks and progress at any time, especially at parents' evenings. However parents should be aware that information about their child will be shared with the receiving school when they change school.
- All personal information about children including social services records should be regarded as confidential. This should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information. Information regarding health reports such as speech therapy, medical reports, SEND reports, SEND minutes of meetings and social services minutes of meetings and reports will be circulated in an envelope.
- Any personal data will only be kept as long as necessary or for the length of time as stipulated by law.
- Staff laptops are password protected.
- Logs of administration of medication to children should be kept secure. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential. Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.
- Volunteer helpers are expected to keep anything that they see or hear about pupils, families or staff whilst working in school confidential. Any breach of this would negate them being able to work in school.
- Governors discussing any individual member of staff / parent will be placed on the part 2 minutes of the meetings and remain confidential and not be made public.

Confidentiality Agreement

Woolenwick School

Statement of Confidentiality

All members of staff, regular visitors, Governors and volunteers are required to sign the following statement relating to confidentiality.

I have read and understood the Confidentiality Policy and agree to adhere to this in my role at Woolenwick school, during my time at the school and after I have left.

I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders.

I agree to only discuss information relating to Woolenwick Junior school and its stakeholders on a 'need to know' basis, as defined in the policy.

I agree not to post or share information online through any means, including all areas of social media, eg Facebook, Twitter, which relates to any individual stakeholder or brings Woolenwick School into disrepute.

As a volunteer I understand that the school decides when and where I will be volunteering in school, that I am responsible to the teacher I am placed with and I should discuss with them any concerns or information that needs to be shared about stakeholders.

As a Governor I fully understand that meetings and information I receive in my role is completely confidential and I have read the Governor Code of Conduct.

I agree to refer all requests for information by an outside agency or the media to the Headteacher.

Signed: Date:

Name (please print):

Role in school:

Signature of school representative receiving the form Date:

Please sign and date and hand in to the office